

# *Step by Step Instruction:* How to Submit the Verification Report in CNP Verification

Professional Standards Learning Code 3110  
Length: 1 hour



***Revised March 2016***

"How to Submit the Verification Report in CNP Verification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

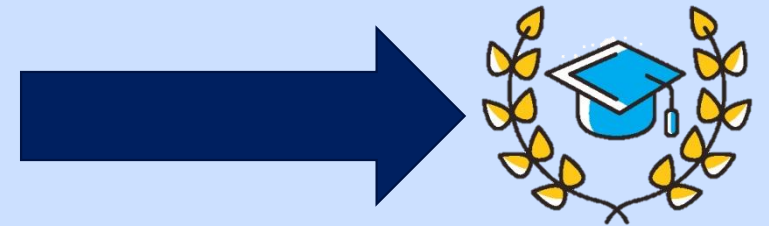
# Objectives

The Step by Step Instructions: How to Submit the Verification Report in CNP Verification will:

- Review the verification report requirements and deadlines;
- Give step by step guidance for how to log in to CNP Verification and how to navigate through each section of the report;
- Provide guidance on how to document the report has been submitted.

# Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



# How to Submit the Verification Report on CNP Verification

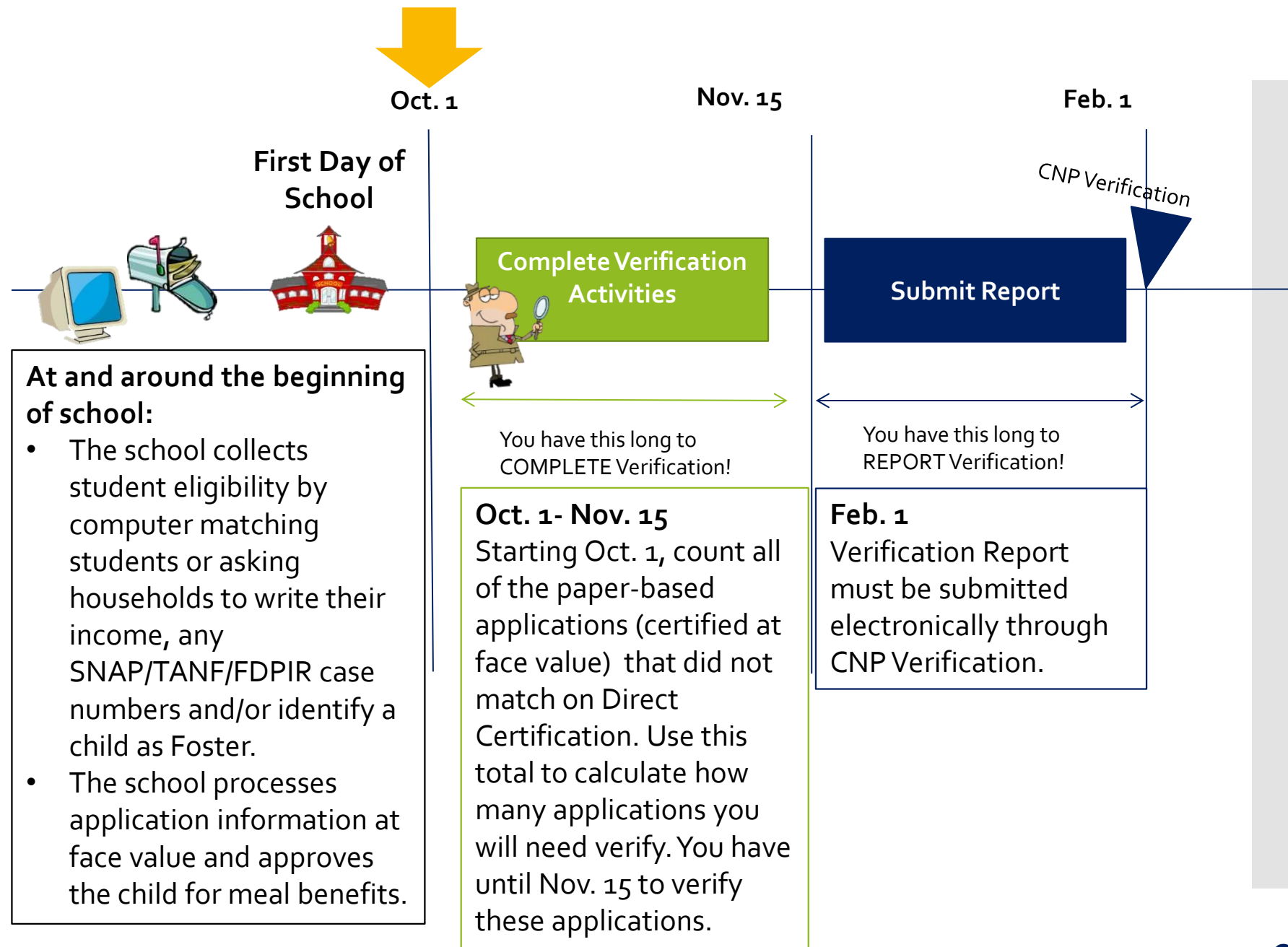
*The Step by Step Instruction will include:*

Brief Verification Overview	Slides 5-8
Review the Verification Requirements	Slides 9-22
Log into Common Logon to access CNP Verification	Slides 23-37
Entering data into the CNP Verification Report	Slides 38-56
Documenting that the Verification Report has been submitted	Slides 57-60

*The following slides will only cover how-to instructions for entering data and submitting the Verification Report.*

# Brief Verification Overview

# A Review: Verification Deadlines



# Review: Verification is a Four-Phase Process

This training reviews **Phase 4: Report**. Please refer back to the [ADE Verification Webpage](#) for more resources on the other three phases.

<b>1</b> PREPARE all household applications collected for this program year ensure they are complete and organized.	<b>2</b> CALCULATE AND SELECT the number of applications you must verify.	<b>3</b> VERIFY the applications.	<b>4</b> REPORT Verification outcome, i.e. the number of applications that changed their eligibility benefits or if they stayed the same.
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	--------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------



# Verification Guides

## Verification Guides

ADE has released a series of Verification Guides that explain what data should be entered into each field. It is recommended that you download the Verification Guide that is specific to how you operate the National School Lunch Program (NSLP):

- [Regular NSLP](#)
- Operate Special Assistance
  - [All sites are operating in their Base Years](#)
  - [Operate in their Base Year and Regular NSLP](#)
  - [All sites are operating in their Non-Base Years](#)
  - [Operate in their Non-Base Year and Regular NSLP](#)
  - [All sites operate the CEP Only](#)
  - [Operate in the CEP and Regular NSLP](#)
- Residential Child Care Institutions
  - [RCCI with Day Students](#)
  - [RCCI with NO Day Students](#)

# Review the Verification Reporting Requirements

# Reporting Requirements

## Reporting Requirements

Each year, School Food Authorities (SFAs) must report:

- their enrollment data as of October 31<sup>st</sup>, and
- how many applications were selected for Verification and if the households responded with appropriate documentation.

SFAs will report this data electronically on the CNP Verification Report through Common Logon.

# Reporting Requirements

*Why do I need to submit a Verification Report if I do not collect applications/do Verification?*

- As mentioned in the previous slide, SFAs are required to report enrollment information on the CNP Verification Report. If the SFA is not required to conduct Verification, the SFA still needs to report their enrollment information no later than February 1<sup>st</sup>.

## Comprehension Check

What two important data sets must be reported by ALL LEAs through the CNP Verification Report?

- A. Meal prices and enrollment
- B. Enrollment and verification results (if applicable)
- C. Average Daily Attendance and enrollment
- D. Verification results and meal prices



## Comprehension Check

What two important data sets must be reported by ALL LEAs through the CNP Verification Report?

- A. Meal prices and enrollment
- B. Enrollment and verification results (if applicable)**
- C. Average Daily Attendance and enrollment
- D. Verification results and meal prices

All LEAs must report their enrollment and the results of verification if applicable. If an LEA does not conduct verification, they must still submit their enrollment using this report. Refer to slides 10 and 11 to review this guidance.



# Reporting Requirements

## *When is the earliest I can submit my CNP Verification Report?*

- You can submit the CNP Verification Report once you have all of the information needed; you do not have to wait until February to submit the Report.
- In 2013-2014, the CNP Verification Report was changed to no longer require SFAs to report non-responders past November 15<sup>th</sup>. SFAs should have all data required to submit the Report by November 16<sup>th</sup>. All non-responders as of November 15<sup>th</sup> will be reported as “didn’t respond” and “changed to paid”.
- If you were not required to conduct Verification, you are able to submit your CNP Verification Report as soon as ADE releases the current year’s Report online. This typically occurs around November 15<sup>th</sup>.

# Reporting Requirements

## *How do SFAs access and submit the CNP Verification Report?*

- SFAs report data electronically on the CNP Verification Report through Common Logon using the application *CNP Verification* no later than February 1<sup>st</sup>.

ARIZONA DEPARTMENT OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, the
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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The gateway to secure data transaction

Common Logon Application Menu

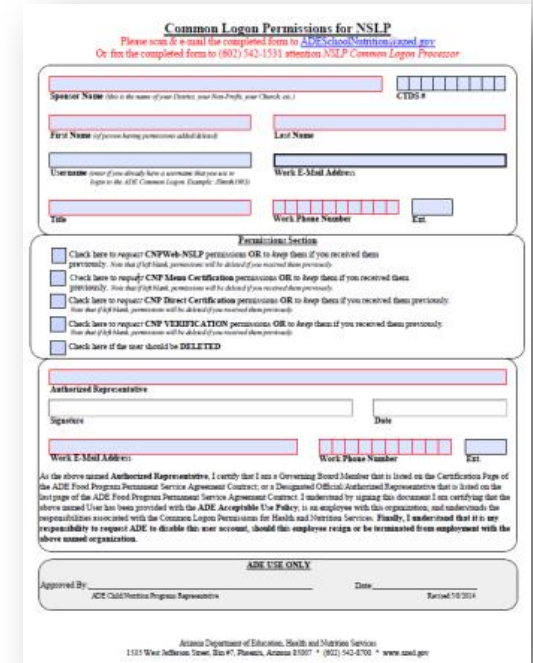
- ◆ CNP Direct Certification / Direct Verification
- ◆ CNP Verification
- ◆ CNPWeb
- ◆ LEA Profile

Change Profile Logout

# Reporting Requirements

## *What if no one at my organization has access to Common Logon?*

- Your organization will not be able to submit the Verification Report. Please go to [Program Forms on the ADE website](#) to get a blank copy of the Common Logon Request form and check off all the different applications you would like access to.
- In order to submit the Verification Report, you must have permissions to **CNP Verification**. This form must be signed by your authorized signer and submitted back to ADE.
- A username and password will be provided within 7-10 days.



The image shows a form titled "Common Logon Permissions for NSLP". At the top, it says "Please scan & e-mail the completed form to ADESchoolNutrition@ade.gov. Or fax the completed form to (802) 542-1531 attention NSLP Common Logon Processor". The form has several sections with input fields and checkboxes.

**Agency Name** (This is the name of your District, your Area-Only, your Charter, etc.) [Text Field] **CTDS #** [Text Field]

**First Name** of person having permissions added/changed [Text Field] **Last Name** [Text Field]

**Username** (enter if you already have a username that you use to login to the ADE Common Logon. Example: JSmith@ADE) [Text Field] **Work E-Mail Address:** [Text Field]

**Title** [Text Field] **Work Phone Number** [Text Field] **Ext.** [Text Field]

**Permissions Section**

- ☐ Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- ☐ Check here to request CNP Menu Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- ☐ Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- ☐ Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- ☐ Check here if the user should be DELETED

**Authorized Representative** [Text Field]

**Signature** [Text Field] **Date** [Text Field]

**Work E-Mail Address:** [Text Field] **Work Phone Number** [Text Field] **Ext.** [Text Field]

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract; or a Designated Official/Authorized Representative that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy, is an employee with this organization, and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should the employee resign or be terminated from employment with the above named organization.

**ADE USE ONLY**

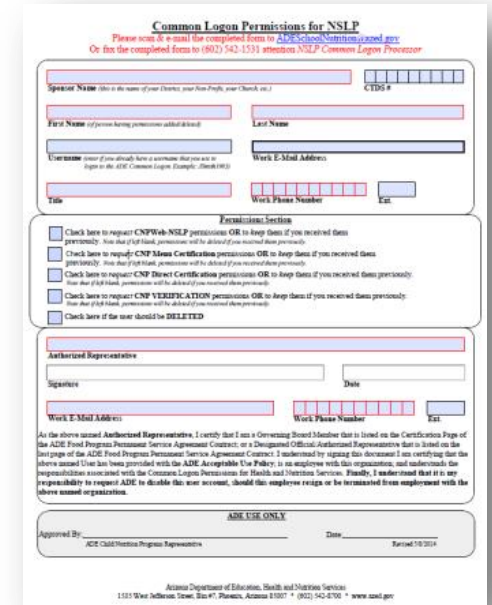
**Approved By:** [Text Field] **Date:** [Text Field] **Revised 10/2014**

Arizona Department of Education, Health and Nutrition Services  
1121 West Jefferson, Tower, Suite 401, Phoenix, Arizona 85007 • (602) 542-6700 • www.azed.gov

# Reporting Requirements

*What if someone at my organization has a user name and password to Common Logon, but does not have CNP Verification listed?*

- Your organization will not be able to submit the Verification Report. Please go to [Program Forms on the ADE website](#) to get a blank copy of the Common Logon Request form.
- Check off all current permissions and check the box marked **CNP Verification**. This form must be signed by your authorized signer and submitted back to ADE.
- A username and password will be provided within 7-10 days.



The image shows a form titled "Common Logon Permissions for NSLP". It includes fields for "Special Name", "First Name", "Last Name", "User Name", "Work E-Mail Address", "Title", "Work Phone Number", and "Ext.". There is a section for "Permissions" with checkboxes for "CNP Web-NSLP permissions", "CNP Direct Certification permissions", and "CNP VERIFICATION permissions". Below this is a section for "Authorized Representative" with fields for "Signature", "Date", "Work E-Mail Address", and "Work Phone Number". At the bottom, there is a section for "ADE USE ONLY" with fields for "Approved By", "Date", and "Received".

## Comprehension Check

What application in Common Logon is needed in order to submit the Verification Report?

- A. CNP Web
- B. CNP Direct Certification/Direct Verification
- C. CNP Menu Certification
- D. CNP Verification



## Comprehension Check

What application in Common Logon is needed in order to submit the Verification Report?

- A. CNP Web
- B. CNP Direct Certification/Direct Verification
- C. CNP Menu Certification
- D. CNP Verification**

The Verification Report is submitted in CNP Verification. Refer to slides 15-17 for information about how to access CNP Verification and how to request access if no one at your site currently has it.



## Reporting Requirements

*Do I need to send in the applications that were selected for Verification to ADE along with their supporting documentation by February 1<sup>st</sup>?*

- No. You only need submit the CNP Verification Report to ADE by February 1<sup>st</sup>. All applications selected for Verification and their documentation is kept on file at your site or district.

# Reporting Requirements

*If February 1<sup>st</sup> falls on a weekend, can the report be submitted by Monday?*

- Yes, if the reporting due date falls on a weekend or holiday, the CNP Verification Report must be submitted to ADE by the next business day.
  - For example, in school year 2014-15, February 1<sup>st</sup> fell on a Sunday so the Report had to be submitted no later than Monday, February 2<sup>nd</sup>.
- ADE strongly encourages the Report to be submitted as close to November 15<sup>th</sup> as possible.

# Reporting Requirements

*What happens if I do not submit my CNP  
Verification Report by February 1<sup>st</sup>?*

- All SFAs who do not submit by February 1<sup>st</sup> will have their reimbursements placed on hold until the CNP Verification Report is submitted and will be required to attend a mandatory training the following school year.

Log into Common Logon to  
access CNP Verification

# Log into Common Logon

1. Go to the ADE Health and Nutrition Webpage:  
<http://www.azed.gov/health-nutrition/>



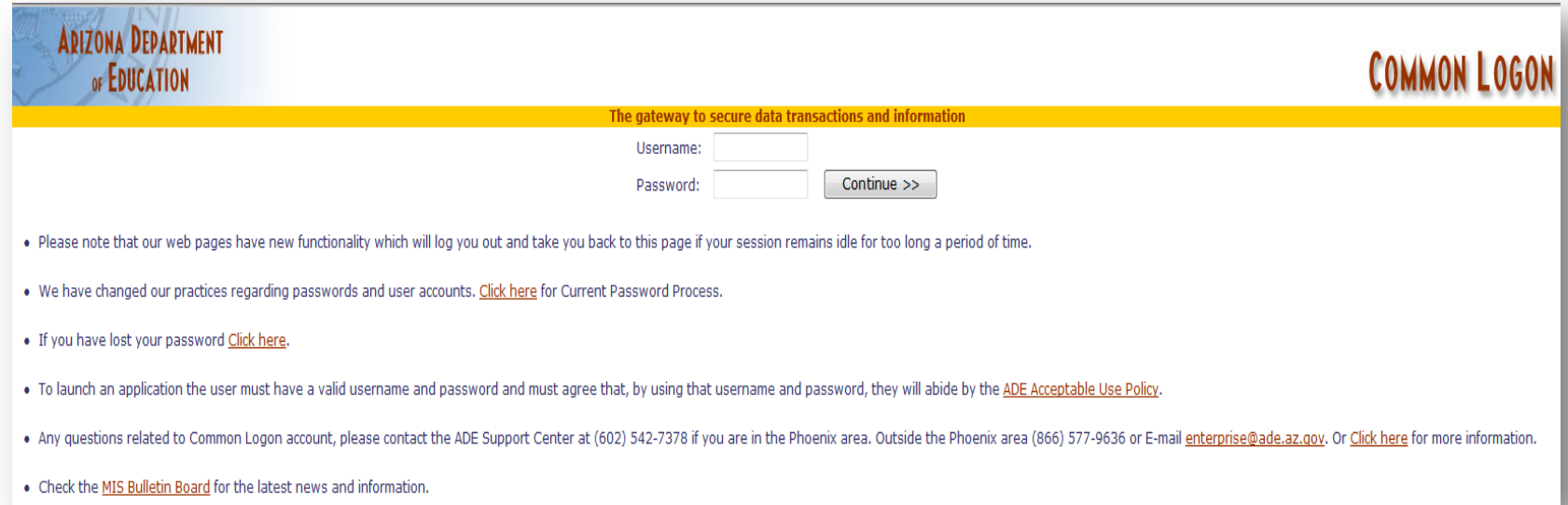
# Log into Common Logon

2. Click on “**Common Logon**” found on the upper right of the webpage.



# Log into Common Logon

A new webpage will load. It should look like this screen.



The screenshot shows the Arizona Department of Education Common Logon page. At the top left is the Arizona Department of Education logo. At the top right is the text "COMMON LOGON". Below the logo is a yellow banner with the text "The gateway to secure data transactions and information". Under the banner are input fields for "Username:" and "Password:", followed by a "Continue >>" button. Below the input fields is a list of bullet points providing information about the login process, including session timeout, password changes, lost password recovery, acceptable use policy, support contact, and the MIS Bulletin Board.

ARIZONA DEPARTMENT  
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

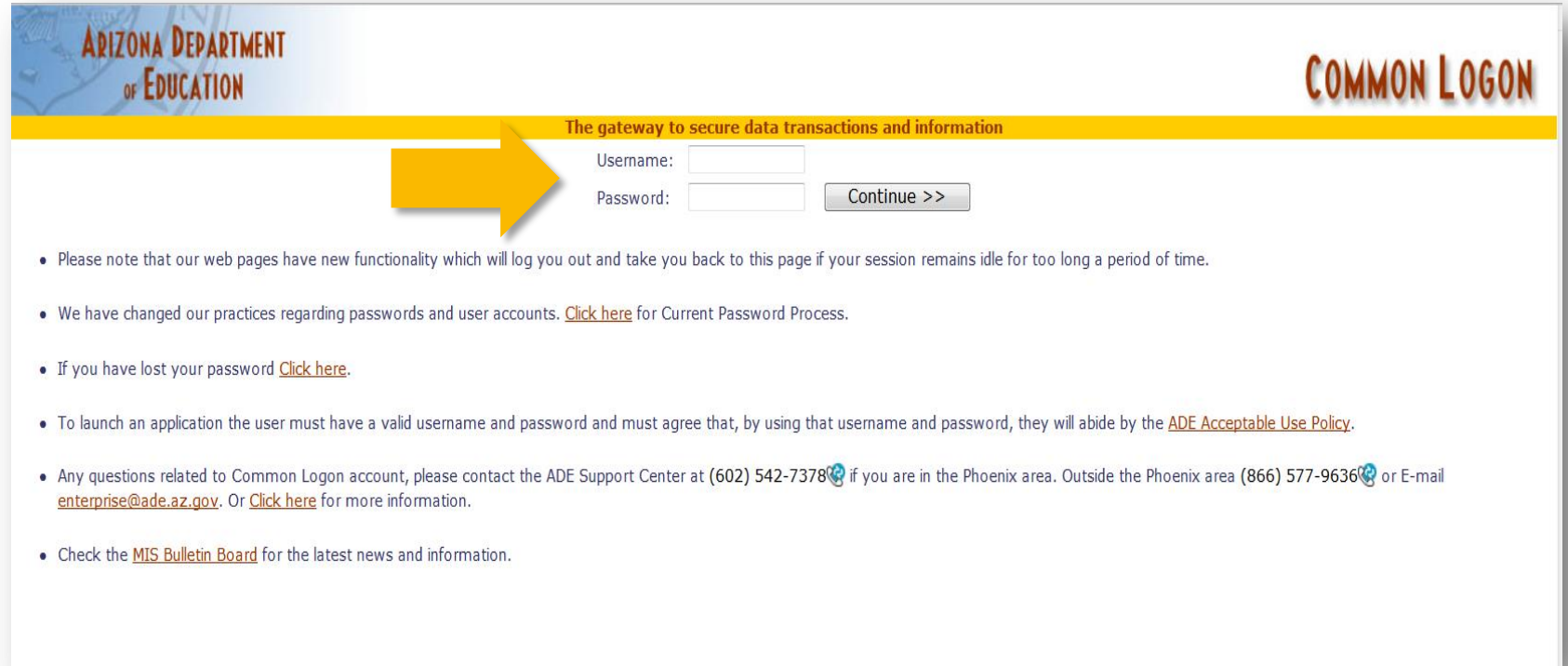


**You must have a username and password in order to access  
Common Logon.**

***\*Access can be requested following the instructions in slide #16.***

# Log into Common Logon

## 3. Enter your Username and Password.



ARIZONA DEPARTMENT  
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

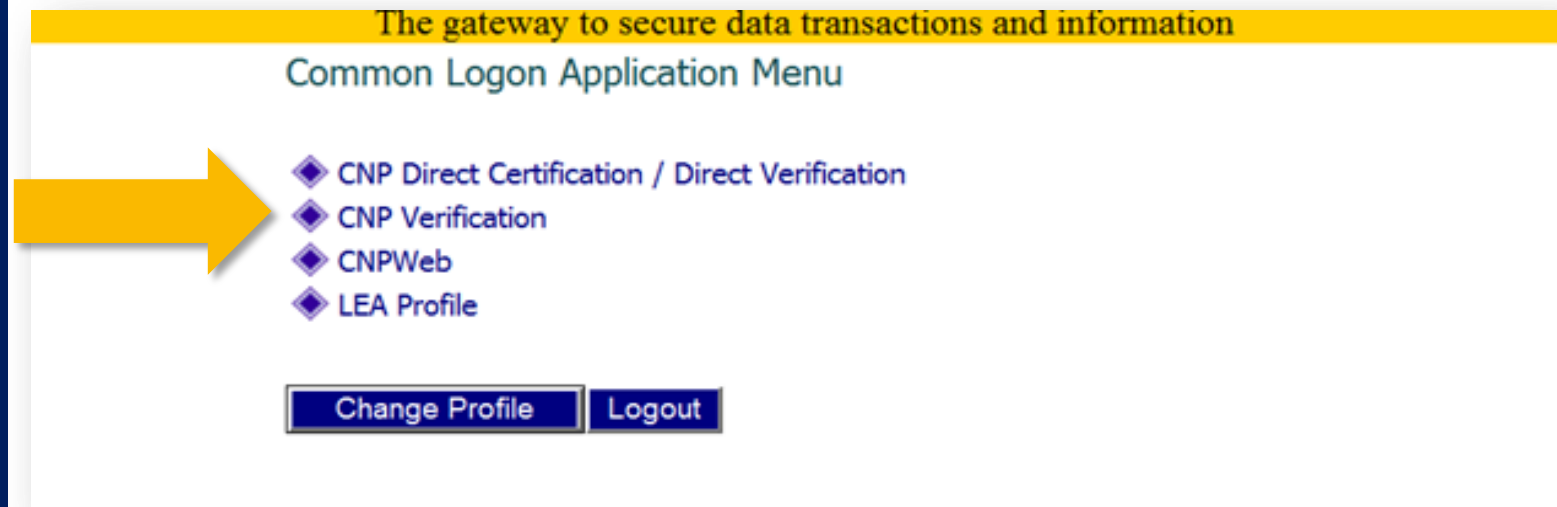
Username:

Password:

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- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

# Log into Common Logon

Once logged in, your webpage will show all Common Logon Applications you have access to.

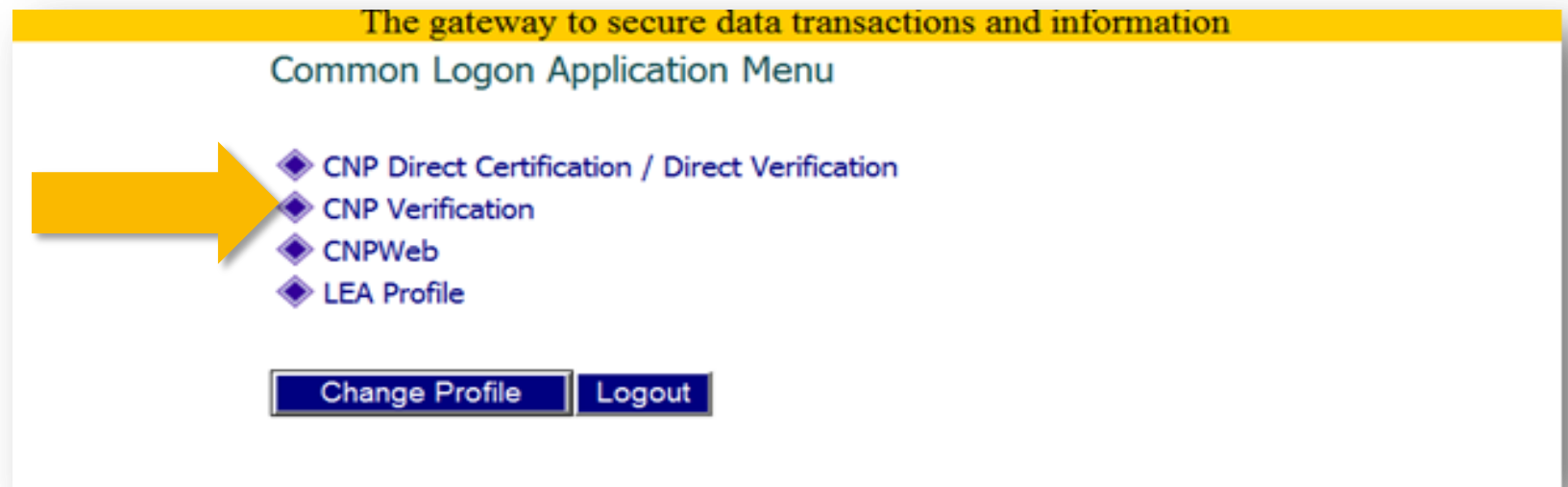


You must have access to CNP Verification.  
This is an additional option on the Common Logon Permissions form.

*\*If you already have a user name and password, but do not see the CNP Direct Verification option, follow the instructions on slide #17.*

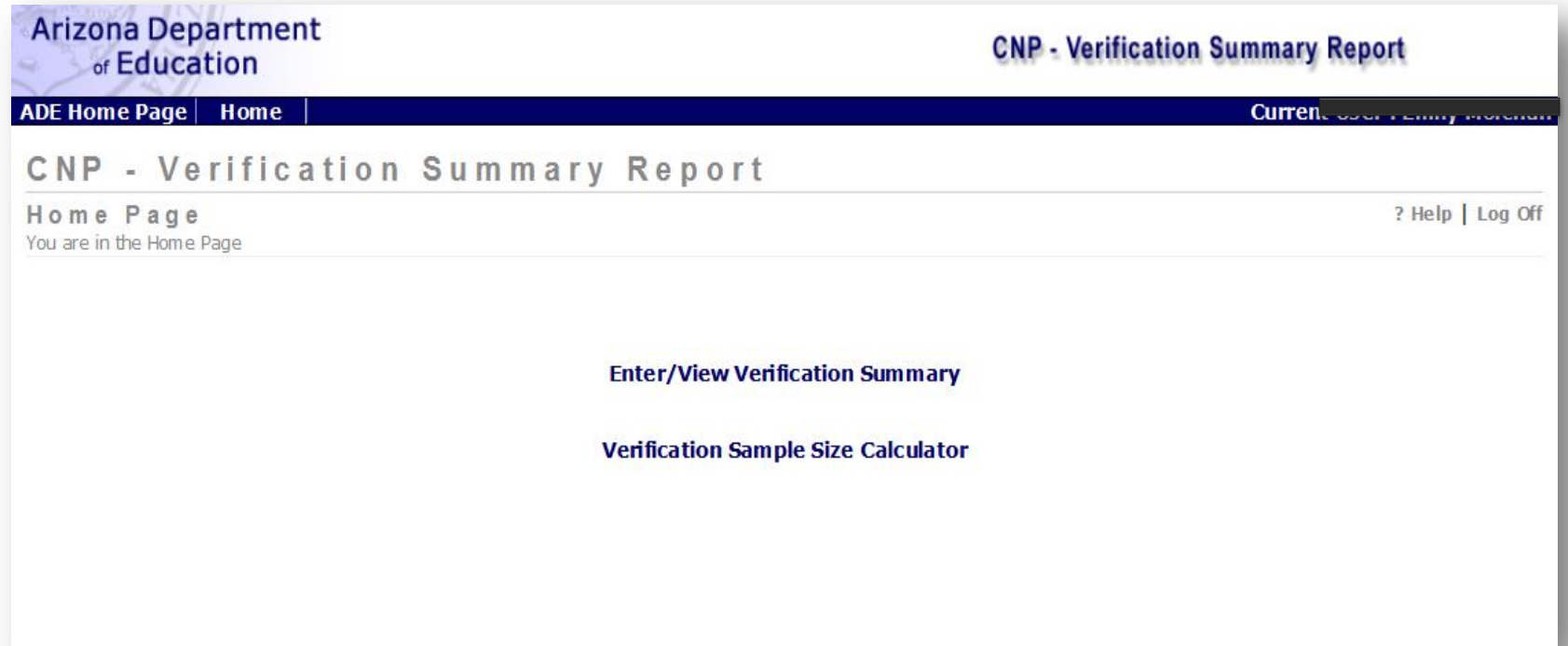
# Access CNP Verification

## 4. Click on "CNP Verification"



# Access CNP Verification

A new webpage will load the home page of CNP Verification.



# Access CNP Verification

## 5. Click Enter/View Verification Summary.

The screenshot shows the Arizona Department of Education (ADE) website. The header includes the ADE logo and the title 'CNP - Verification Summary Report'. Below the header is a navigation bar with links: 'ADE Home Page', 'Home', and 'Current User: [Name]'. The main content area is titled 'CNP - Verification Summary Report' and includes a 'Home Page' link. A yellow arrow points to the 'Enter/View Verification Summary' link, which is the target for step 5. Below this link is the 'Verification Sample Size Calculator' link.

Arizona Department of Education

CNP - Verification Summary Report

ADE Home Page | Home | Current User: [Name]

CNP - Verification Summary Report

Home Page  
You are in the Home Page

? Help | Log Off

Enter/View Verification Summary

Verification Sample Size Calculator

# Access CNP Verification

## 6. Find your Verification Report.

Arizona Department of Education

ADE Home Page | Home

### CNP - Verification Report

View Verification Report(s)

You are in the Home Page > View Verification Report(s)

Verification Report:

Status:

Entity:

☐ View by Verification Report ☒ View by Entity

#### SPONSOR NAME (00-00-00)

Report	Status	Last Update User	Last Update Date
<a href="#">CNP Verification 2011-2012 - Short Form / Standard</a>	Submitted to ADE	emolchan	02/15/2012 10:20:21
<a href="#">CNP Verification 2012-2013 - Short Form / Standard</a>	Submitted to ADE	emolchan	02/19/2013 12:12:48
<a href="#">CNP Verification 2013-2014 - All Sponsors</a>	Submitted to ADE	emolchan	01/28/2014 13:29:49
<a href="#">CNP Verification 2014-2015 - All Sponsors</a>	Submitted to ADE	emolchan	12/01/2014 13:31:18

Click on the current school year CNP Verification Report.

# Access CNP Verification

7. Click on this year's Verification Report.

Arizona Department of Education

CNP - Verification Summary Report

ADE Home Page | Home | Current User : Emily Molchan

### CNP - Verification Report

View Verification Report(s) ? Help | Log Off

You are in the Home Page > View Verification Report(s)

Verification Report:

Status:

Entity:

☒ View by Verification Report ☐ View by Entity

#### CNP Verification 2014-2015 - All Sponsors (1)

☐ Not Initiated (1)

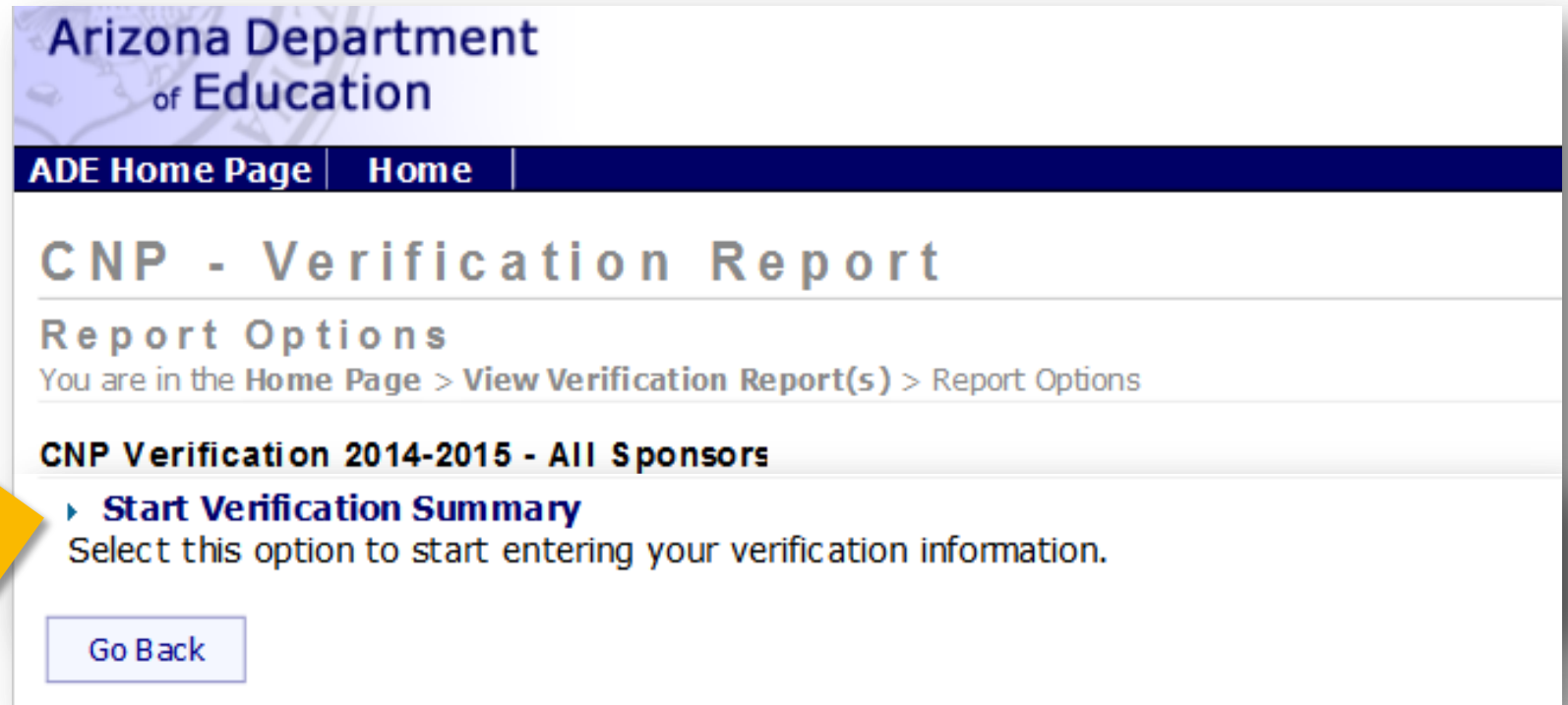
Entity	CTD	Last Update User	Last Update Date
Arizona Department of Education	00-00-00	-	-

Click on your Sponsor name to access your CNP Verification Report.

# Access CNP Verification

## 8. Open your Verification Report.

Click on the blue hyperlink: **“Start Verification Summary”**



Arizona Department  
of Education

[ADE Home Page](#) | [Home](#)

### CNP - Verification Report

#### Report Options

You are in the [Home Page](#) > [View Verification Report\(s\)](#) > Report Options

#### CNP Verification 2014-2015 - All Sponsors

- ▶ **Start Verification Summary**  
Select this option to start entering your verification information.

[Go Back](#)

Once you click start, a new screen will load and should look like this:

# Access CNP Verification

On the left side of the screen is the Verification Menu. This menu never goes away. When you click on the different hyperlinks in blue within the Menu Bar, they will open in the white space below.

The screenshot displays the Arizona Department of Education (ADE) CNP Verification Form 742 - Rev. 2013-2014 interface. The top navigation bar includes links for "ADE Home Page" and "Home", and the current user is identified as "Emily Molchan". The left-hand Verification Menu contains the following items: "How to Use", "Verification Summary Report" (with sub-items "Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)" and "Part II: Results of Verification"), "Summary of Completed Entries", "Submit Verification Summary", and "Exit". The main content area is currently empty. A yellow arrow points to the "How to Use" link in the menu, and a box labeled "First click" highlights this link.

# Access CNP Verification

## How to Use

This screen provides helpful links and information about Verification.

Arizona Department of Education

CNP - Verification Summary Report

ADE Home Page | Home | Current User : Emily Molchan

CNP Verification Form 742 - Rev. 2013-2014

 How to Use

Verification Summary Report

☐ Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

☐ Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

CNP Verification Form 742 - Rev. 2013-2014

CNP Verification 2014-2015 - All Sponsors

**What is Verification?**

Verification is the process of confirming the eligibility for Free and Reduced-Price meals under the National School Lunch Program or School Breakfast Program. Verification MUST include either confirmation of income eligibility or confirmation that the child is eligible to receive benefits under the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR). At State or local discretion, Verification may also include confirmation of any other information on the application that is required as a condition of eligibility.

Please visit the Arizona Department of Education's **National School Lunch & School Breakfast Program Verification** Web page (<http://www.azed.gov/health-nutrition/nslp/verification>) for a complete list of resources to use during the process.

**When should I start the Verification process?**

Please refer to the "**Verification Best Practices Schedule**" found on the ADE **NSLP & SBP Verification** Web page for detailed information on the Verification process and schedule guidance.

**How do I conduct Direct Verification?**

Please refer to the "**Step-by-Step Guide: How to Conduct Direct Verification**" found on the ADE **NSLP & SBP Verification** Web page for detailed instructions on how to use the CNP Direct Verification application system.

Adapted from Form FNS-742 (Feb. 2004) OMB #0584-0026

Notice how this Menu bar stayed on the webpage?

# Access CNP Verification

You are at the Verification Report home screen.

Arizona Department of Education

CNP - Verification Summary Report

ADE Home Page | Home

Current User : Emily Molchan

CNP Verification Form 742 - Rev. 2013-2014

[How to Use](#)

[Verification Summary Report](#)

- [Part I: Enrollment, Application, and Eligibility Information \(Pre-Verification\)](#)
- [Part II: Results of Verification](#)

[Summary of Completed Entries](#)

[Submit Verification Summary](#)

[Exit](#)

To begin entering data into the Verification Report, click the blue hyperlink **“Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)”**

# Entering Data into the CNP Verification Report

# Entering Data into the CNP Verification Report

## How to enter data into the Report

There are two types of questions on the Report:

**Section 3 -- Students Approved as FREE Eligible NOT subject to Verification**

**\*\* ALL SFA's must report Section 3 or answer "No" to question 3-1 if applicable \*\***

3-1. Required to perform Direct Certification with SNAP:

- Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA were required to perform Direct Certification with SNAP.
- Answer "No" only if NONE of the Schools or RCCI's in the SFA were required to perform Direct Certification with SNAP (i.e. NON-BASE year Provision 2/3 for ALL Schools).
- If "No", skip the remainder of Section 3.

3-2/B. Number of **Students** Directly Certified through SNAP:

*Do NOT include students Certified with SNAP through the letter method.*

3-3/B. Number of **Students** Directly Certified through other programs:

*Include those Directly Certified through TANF, FDPIR, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. Do NOT include SNAP students already reported in 3-2.*

3-4/B. Number of **Students** Certified Categorically FREE Eligible through the SNAP letter method:

*Include students Certified for free meals through the family providing a letter from the SNAP agency.*

**Dropdown=** you must select one of choices provided when clicking the dropdown. These choices are also written below the question.

**Blank fields=** type the answer directly into the report.

# Verification Guides

# Verification Guides

ADE has released a series of Verification Guides that explain what data should be entered into each field. It is recommended that you download the Verification Guide that is specific to how you operate the National School Lunch Program (NSLP):

- Regular NSLP
- Operate Special Assistance
  - All sites are operating in their Base Years
  - Operate in their Base Year and Regular NSLP
  - All sites are operating in their Non-Base Years
  - Operate in their Non-Base Year and Regular NSLP
  - All sites operate the CEP Only
  - Operate in the CEP and Regular NSLP
- Residential Child Care Institutions
  - RCCI with Day Students
  - RCCI with NO Day Students

# Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

1. Name of applicant (write in full and print): \_\_\_\_\_

2. Address of applicant (write in full and print): \_\_\_\_\_

3. Date of birth (MM/DD/YYYY): \_\_\_\_\_

4. Social Security Number (SSN): \_\_\_\_\_

5. Date of graduation (MM/DD/YYYY): \_\_\_\_\_

6. Date of application (MM/DD/YYYY): \_\_\_\_\_

7. Date of enrollment (MM/DD/YYYY): \_\_\_\_\_

8. Date of application (MM/DD/YYYY): \_\_\_\_\_

9. Date of application (MM/DD/YYYY): \_\_\_\_\_

10. Date of application (MM/DD/YYYY): \_\_\_\_\_

11. Date of application (MM/DD/YYYY): \_\_\_\_\_

12. Date of application (MM/DD/YYYY): \_\_\_\_\_

13. Date of application (MM/DD/YYYY): \_\_\_\_\_

14. Date of application (MM/DD/YYYY): \_\_\_\_\_

15. Date of application (MM/DD/YYYY): \_\_\_\_\_

16. Date of application (MM/DD/YYYY): \_\_\_\_\_

17. Date of application (MM/DD/YYYY): \_\_\_\_\_

18. Date of application (MM/DD/YYYY): \_\_\_\_\_

19. Date of application (MM/DD/YYYY): \_\_\_\_\_

20. Date of application (MM/DD/YYYY): \_\_\_\_\_

21. Date of application (MM/DD/YYYY): \_\_\_\_\_

22. Date of application (MM/DD/YYYY): \_\_\_\_\_

23. Date of application (MM/DD/YYYY): \_\_\_\_\_

24. Date of application (MM/DD/YYYY): \_\_\_\_\_

25. Date of application (MM/DD/YYYY): \_\_\_\_\_

26. Date of application (MM/DD/YYYY): \_\_\_\_\_

27. Date of application (MM/DD/YYYY): \_\_\_\_\_

28. Date of application (MM/DD/YYYY): \_\_\_\_\_

29. Date of application (MM/DD/YYYY): \_\_\_\_\_

30. Date of application (MM/DD/YYYY): \_\_\_\_\_

31. Date of application (MM/DD/YYYY): \_\_\_\_\_

32. Date of application (MM/DD/YYYY): \_\_\_\_\_

33. Date of application (MM/DD/YYYY): \_\_\_\_\_

34. Date of application (MM/DD/YYYY): \_\_\_\_\_

35. Date of application (MM/DD/YYYY): \_\_\_\_\_

36. Date of application (MM/DD/YYYY): \_\_\_\_\_

37. Date of application (MM/DD/YYYY): \_\_\_\_\_

38. Date of application (MM/DD/YYYY): \_\_\_\_\_

39. Date of application (MM/DD/YYYY): \_\_\_\_\_

40. Date of application (MM/DD/YYYY): \_\_\_\_\_

41. Date of application (MM/DD/YYYY): \_\_\_\_\_

42. Date of application (MM/DD/YYYY): \_\_\_\_\_

43. Date of application (MM/DD/YYYY): \_\_\_\_\_

44. Date of application (MM/DD/YYYY): \_\_\_\_\_

45. Date of application (MM/DD/YYYY): \_\_\_\_\_

46. Date of application (MM/DD/YYYY): \_\_\_\_\_

47. Date of application (MM/DD/YYYY): \_\_\_\_\_

48. Date of application (MM/DD/YYYY): \_\_\_\_\_

49. Date of application (MM/DD/YYYY): \_\_\_\_\_

50. Date of application (MM/DD/YYYY): \_\_\_\_\_

51. Date of application (MM/DD/YYYY): \_\_\_\_\_

52. Date of application (MM/DD/YYYY): \_\_\_\_\_

53. Date of application (MM/DD/YYYY): \_\_\_\_\_

54. Date of application (MM/DD/YYYY): \_\_\_\_\_

55. Date of application (MM/DD/YYYY): \_\_\_\_\_

56. Date of application (MM/DD/YYYY): \_\_\_\_\_

57. Date of application (MM/DD/YYYY): \_\_\_\_\_

58. Date of application (MM/DD/YYYY): \_\_\_\_\_

59. Date of application (MM/DD/YYYY): \_\_\_\_\_

60. Date of application (MM/DD/YYYY): \_\_\_\_\_

61. Date of application (MM/DD/YYYY): \_\_\_\_\_

62. Date of application (MM/DD/YYYY): \_\_\_\_\_

63. Date of application (MM/DD/YYYY): \_\_\_\_\_

64. Date of application (MM/DD/YYYY): \_\_\_\_\_

65. Date of application (MM/DD/YYYY): \_\_\_\_\_

66. Date of application (MM/DD/YYYY): \_\_\_\_\_

67. Date of application (MM/DD/YYYY): \_\_\_\_\_

68. Date of application (MM/DD/YYYY): \_\_\_\_\_

69. Date of application (MM/DD/YYYY): \_\_\_\_\_

70. Date of application (MM/DD/YYYY): \_\_\_\_\_

71. Date of application (MM/DD/YYYY): \_\_\_\_\_

72. Date of application (MM/DD/YYYY): \_\_\_\_\_

73. Date of application (MM/DD/YYYY): \_\_\_\_\_

74. Date of application (MM/DD/YYYY): \_\_\_\_\_

75. Date of application (MM/DD/YYYY): \_\_\_\_\_

76. Date of application (MM/DD/YYYY): \_\_\_\_\_

77. Date of application (MM/DD/YYYY): \_\_\_\_\_

78. Date of application (MM/DD/YYYY): \_\_\_\_\_

79. Date of application (MM/DD/YYYY): \_\_\_\_\_

80. Date of application (MM/DD/YYYY): \_\_\_\_\_

81. Date of application (MM/DD/YYYY): \_\_\_\_\_

82. Date of application (MM/DD/YYYY): \_\_\_\_\_

83. Date of application (

## Comprehension Check

What additional resource does ADE make available online to help you understand what data to enter in each section of the report?

- A. Verification guides for each type of operation
- B. Another Step-by-step presentation like this one
- C. A narrated, animated, recorded presentation
- D. There isn't an additional resource. This is the only guidance for submitting the report.



## Comprehension Check

What additional resource does ADE make available online to help you understand what data to enter in each section of the report?

- A. **Verification guides for each type of operation**
- B. Another Step-by-step presentation like this one
- C. A narrated, animated, recorded presentation
- D. There isn't an additional resource. This is the only guidance for submitting the report.

There are detailed guides for each type of operation available on the ADE Verification webpage. Refer to slide 40 for more information and links that will take you directly to the verification guides.



# Entering Data into the CNP Verification Report

## Enter data for Part I

### Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

CNP Verification 2014-2015- All Sponsors

- Report all **Application** counts on this page as of **October 1st**.
- Report all **School**, **RCCI**, and **Student** counts on this page as of **the last operating day in October**.

#### Section 1 -- Total Schools, RCCI's, and Enrolled Students

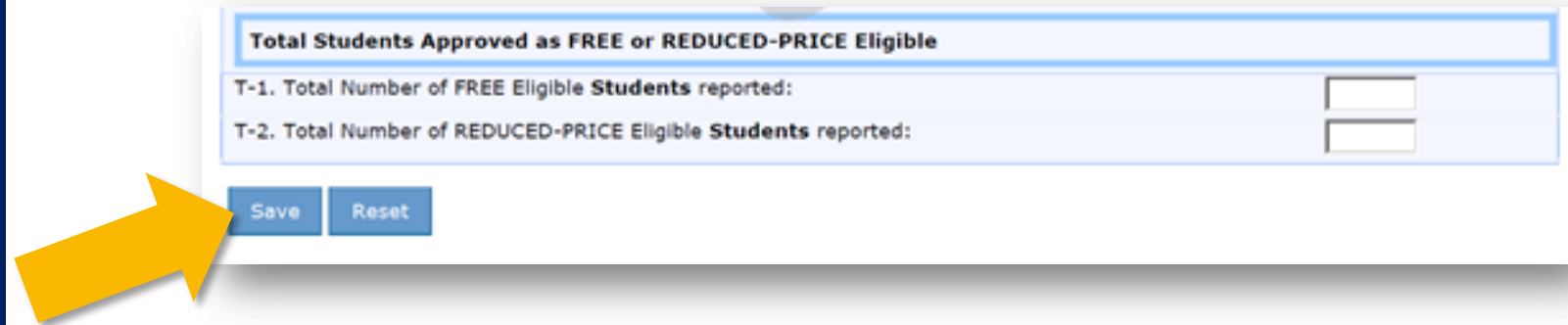
**\*\* ALL SFA's must report Section 1 \*\***

1-1/A. Total Number of <b>Schools</b> (Do NOT include RCCI's):	<input type="text"/>
1-1/B. Total Number of <b>Students in Schools</b> (Do NOT include RCCI's):	<input type="text"/>
1-2/A. Total Number of <b>RCCI's</b> (Do NOT include Schools counted in 1-1):	<input type="text"/>
1-2/B. Total Number of <b>Students in RCCI's</b> (Do NOT include Schools counted in 1-1):	<input type="text"/>
1-2a/A. Number of <b>RCCI's</b> WITH Day Students (Report ONLY Day Students in 1-2a/B):	<input type="text"/>
1-2a/B. Number of <b>Students in RCCI's</b> WITH Day Students (Report ONLY Day Students in 1-2a/B):	<input type="text"/>
1-2b/A. Number of <b>RCCI's</b> with NO Day Students:	<input type="text"/>
1-2b/B. Number of <b>Students in RCCI's</b> with NO Day Students:	<input type="text"/>

Type directly into the empty boxes in the report on the screen.

# Entering Data into the CNP Verification Report

At the end of Part I, click “**Save**”. You are able to come back to this screen at any time to edit.





The screenshot shows a web form titled "Total Students Approved as FREE or REDUCED-PRICE Eligible". It contains two input fields: "T-1. Total Number of FREE Eligible Students reported:" and "T-2. Total Number of REDUCED-PRICE Eligible Students reported:". Below these fields are two buttons: "Save" and "Reset". A large yellow arrow points from the left towards the "Save" button.

Total Students Approved as FREE or REDUCED-PRICE Eligible	
T-1. Total Number of FREE Eligible Students reported:	<input type="text"/>
T-2. Total Number of REDUCED-PRICE Eligible Students reported:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

# Entering Data into the CNP Verification Report


The CNP Verification Report contains internal edit checks, meaning that the report will flag errors for certain fields if an incorrect value is entered.

If you have a message with  you have an error message. The questions that have an error are marked with this icon .

## Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

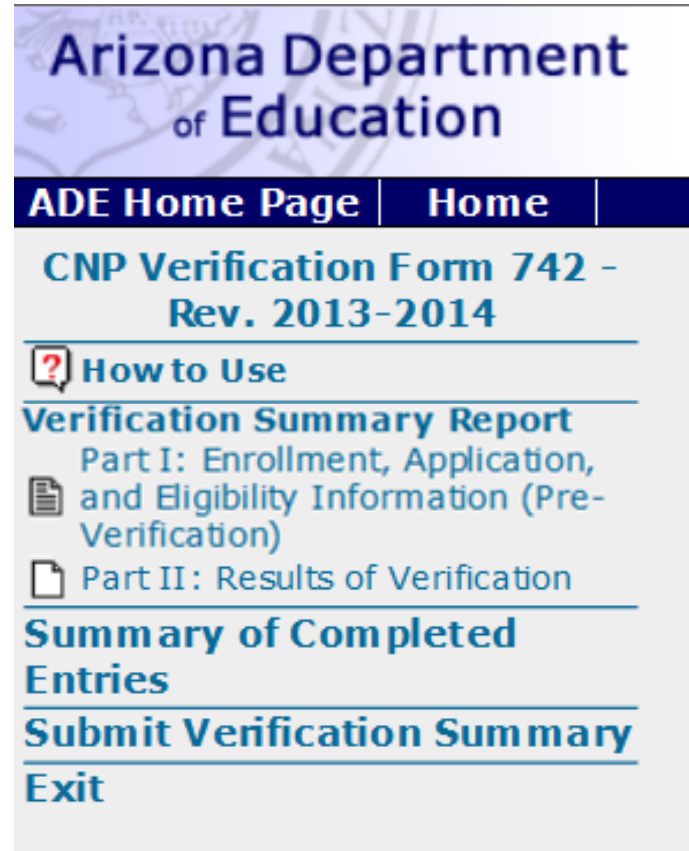
CNP Verification 2014-2015 - All  
Sponsors

- Report all **Application** counts on this page as of **October 1st**.
- Report all **School**, **RCCI**, and **Student** counts on this page as of **the last operating day in October**.

 Errors were found in the validation of the page. Please see each marked section.

# Entering Data into the CNP Verification Report


## How do I know if the data saved in Part I?




Arizona Department  
of Education


**ADE Home Page** | **Home** |

**CNP Verification Form 742 -  
Rev. 2013-2014**

 **How to Use**

**Verification Summary Report**

 **Part I: Enrollment, Application,  
and Eligibility Information (Pre-  
Verification)**


 **Part II: Results of Verification**


**Summary of Completed  
Entries**


**Submit Verification Summary**

**Exit**

*The folded paper icon next to Part I and Part II reflects the status of each Part.*

 means no data has been entered or saved.

 means data has been entered and saved.

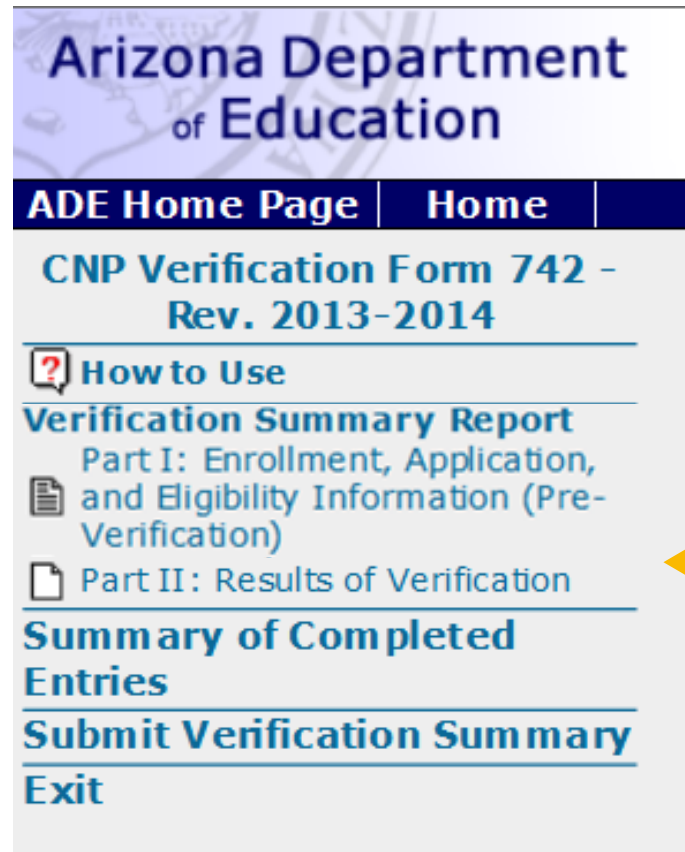
 means data has been saved but there are errors found.

*For this example, Part I data has been entered and saved. There is no data entered in Part II.*

# Entering Data into the CNP Verification Report

## Enter data for Part II.

On the left side of the screen is the Verification Menu.



Click the blue hyperlink **"Part II: Results of Verification"**

## Comprehension Check

How do you navigate from Part I to Part II of the report?

- A. Notify your specialist when you complete Part I and they will unlock Part II for you.
- B. Wait for an automatic email from ADE after you complete Part I. It will have a link for Part II
- C. Click Save at the end of Part I and use the menu on the left side of the screen to click on Part II.
- D. Once you finish Part I, Part II automatically appears.



## Comprehension Check

How do you navigate from Part I to Part II of the report?

- A. Notify your specialist when you complete Part I and they will unlock Part II for you.
- B. Wait for an automatic email from ADE after you complete Part I. It will have a link for Part II
- C. Click Save at the end of Part I and use the menu on the left side of the screen to click on Part II.**
- D. Once you finish Part I, Part II automatically appears.

The verification menu on the left side of the screen is always available and should be used to move through the various parts of the report. Review slides 35-37 and slides 43-47 for guidance about how to navigate through the report.



# Enter data for Part II.

Enter the data directly into each of the fields on the screen. Then click **“Save”**.

## Entering Data into the CNP Verification Report

Section 5 -- Verification Process and Results

**\*\* ALL SFA's must report Section 5 or answer "Yes" to question 5-1 if applicable \*\***

5-1. Exempt from Verification:

- Answer "No" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA are required to perform Verification.
- Answer "Yes" only if ALL of the Schools and RCCI's in the SFA are exempt from Verification (see instructions for list of exemptions).
- If "Yes", skip the remainder of Section 5.

5-2. Was Verification performed and completed?

- Answer "Yes - On Time" if Verification was completed by November 15th.
- Answer "Yes - Delayed" if Verification was completed after November 15th.
- Answer "No" if Verification was NOT performed or the process was NOT completed.

5-3. Type of Verification process used:

- Answer "Standard" for lesser of 3% or 3,000 error-prone.
- Answer "Alternate One - Random" for lesser of 3% or 3,000 selected randomly.
- Answer "Alternate Two - Focused" for lesser of 1% or 1,000 error-prone PLUS lesser of one-half of one percent or 500 with SNAP/TANF/FDPIR Case Numbers.
- If "Standard" or "Alternate Two - Focused", report question 5-4 below.
- If "Alternate One - Random", skip question 5-4 below.

5-4. Total ERROR-PRONE Applications:

Report all Applications as of October 1st, considered error-prone.

5-5. Number of Applications selected for Verification sample:

**5-6 & 5-7. Results of Direct Verification**

**\*\* ALL SFA's must report 5-7/A & 5-7/B or answer "No" to question 5-6 if applicable \*\***

5-6. Direct Verification Conducted:

- Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA performed Direct Verification.
- Answer "No" only if NONE of the Schools or RCCI's in the SFA performed Direct Verification.
- If "No", skip questions 5-7/A and 5-7/B below.

5-7/A. Number of Applications confirmed through Direct Verification:

5-7/B. Number of Students confirmed through Direct Verification:

**5-8/A. Results of Verification of FREE Categorically Eligible**

**Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. Case Number) on Application**

5-8/A1a. Number of Applications that responded, with NO CHANGE:

5-8/A1b. Number of Students that responded, with NO CHANGE:

5-8/A2a. Number of Applications that responded, and changed to REDUCED-PRICE:

5-8/A2b. Number of Students that responded, and changed to REDUCED-PRICE:

5-8/A3a. Number of Applications that responded, and changed to PAID:

5-8/A3b. Number of Students that responded, and changed to PAID:

5-8/A4a. Number of Applications that DID NOT respond, and changed to PAID:

5-8/A4b. Number of Students that DID NOT respond, and changed to PAID:

**5-8/B. Results of Verification of FREE Income Eligible**

**Certified as FREE based on income / household size Application**

5-8/B1a. Number of Applications that responded, with NO CHANGE:

5-8/B1b. Number of Students that responded, with NO CHANGE:

5-8/B2a. Number of Applications that responded, and changed to REDUCED-PRICE:

5-8/B2b. Number of Students that responded, and changed to REDUCED-PRICE:

5-8/B3a. Number of Applications that responded, and changed to PAID:

5-8/B3b. Number of Students that responded, and changed to PAID:

5-8/B4a. Number of Applications that DID NOT respond, and changed to PAID:

5-8/B4b. Number of Students that DID NOT respond, and changed to PAID:

**5-8/C. Results of Verification of REDUCED-PRICE Income Eligible**

**Certified as REDUCED-PRICE based on income / household size Application**

5-8/C1a. Number of Applications that responded, with NO CHANGE:

5-8/C1b. Number of Students that responded, with NO CHANGE:

5-8/C2a. Number of Applications that responded, and changed to FREE:

5-8/C2b. Number of Students that responded, and changed to FREE:

5-8/C3a. Number of Applications that responded, and changed to PAID:

5-8/C3b. Number of Students that responded, and changed to PAID:

5-8/C4a. Number of Applications that DID NOT respond, and changed to PAID:

5-8/C4b. Number of Students that DID NOT respond, and changed to PAID:

**Verification for Cause**

VC-1. Total questionable Applications Verified for Cause:





Save

Reset

# Entering Data into the CNP Verification Report


The CNP Verification Report contains internal edit checks, meaning that the report will flag errors for certain fields if an incorrect value is entered.

If you have a message with  you do have an error message. The questions that have an error are marked with this icon .

## Part II: Results of Verification

CNP Verification 2014-2015 - All Sponsors

- For 5-7/A and 5-7/B, report the number of **Applications** and **Students** confirmed through Direct Verification with SNAP/TANF/FDPIR/MEDICAID as of **November 15th**.
- For each Original Benefit Type 5-8/A, 5-8/B, and 5-8/C, report the number of **Applications** and **Students** as of **November 15th** for each result category 1, 2, 3, and 4. Do NOT include Applications or Students already reported in 5-7/A or 5-7/B.
- For VC-1, report the number of **Applications** as of **November 15th** Verified for Cause in addition to the Verification requirement, or skip if not applicable.

 Errors were found in the validation of the page. Please see each marked section.

# Entering Data into the CNP Verification Report

While working on the CNP Verification Report, you can review what you have entered in a user friendly format.

On the reporting home page, click **"Summary of Completed Entries"**. This will show the CNP Verification Report for all sections you have entered data for. You are able to print this screen.

**Arizona Department of Education**  
ADE Home Page | Home

**CNP Verification Form 742 - Rev. 2013-2014**  
How to Use  
Verification Summary Report  
Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)  
Part II: Results of Verification  
**Summary of Completed Entries**  
Submit Verification Summary  
Exit

**Part I: Enrollment (Pre-Verification)**  
Report all Application counts on this page and Student counts on the next page.  
\*\* ALL SFA's must report Section 1 \*\*

1-1/A. Total Number of <b>Schools</b> (Do NOT include RCCI's):	4
1-1/B. Total Number of <b>Students in Schools</b> (Do NOT include RCCI's):	857
1-2/A. Total Number of <b>RCCI's</b> (Do NOT include Schools counted in 1-1):	0
1-2/B. Total Number of <b>Students in RCCI's</b> (Do NOT include Schools counted in 1-1):	0
1-2a/A. Number of <b>RCCI's</b> WITH Day Students:	0
1-2a/B. Number of <b>Students in RCCI's</b> WITH Day Students (Report ONLY Day Students in 1-2a/B):	0
1-2b/A. Number of <b>RCCI's</b> with NO Day Students:	0
1-2b/B. Number of <b>Students in RCCI's</b> with NO Day Students:	0

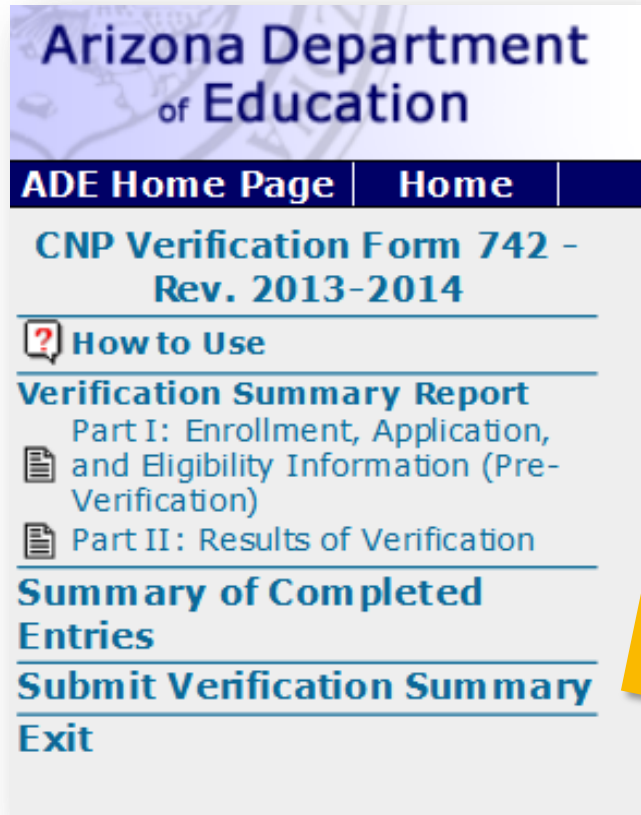
**Section 2 -- SFA's with Schools operating Alternate Provisions**  
\*\* ONLY SFA's with Alternate Provisions must report Section 2 \*\*

2-1/A. Number of <b>Schools</b> operating Provision 2/3 in a BASE year for NSLP and SBP:	
2-1/B. Number of <b>Students in Schools</b> operating Provision 2/3 in a BASE year for NSLP and SBP:	
2-2/A. Number of <b>Schools</b> operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	
2-2/B. Number of <b>Students in Schools</b> operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	
2-2a/B. Number of Provision 2/3 <b>Students</b> reported as FREE in a NON-BASE year:	
2-2b/B. Number of Provision 2/3 <b>Students</b> reported as REDUCED-PRICE in a NON-BASE year:	
2-3/A. Number of <b>Schools</b> operating the Community Eligibility Option:	
2-3/B. Number of <b>Students in Schools</b> operating the Community Eligibility Option:	
2-4/A. Number of <b>Schools</b> operating other Alternatives for NSLP and SBP:	
2-4/B. Number of <b>Students in Schools</b> operating other Alternatives for NSLP and SBP:	
2-5/A. Number of <b>Schools</b> operating Alternate Provision(s) for only SBP or only NSLP:	
2-5/B. Number of <b>Students in Schools</b> operating Alternate Provision(s) for only SBP or only NSLP:	

**Section 3 -- Students Approved as FREE Eligible NOT subject to Verification**

# Entering Data into the CNP Verification Report

## Submit the CNP Verification Report



On the left side of the screen listed in the Verification Menu, click the blue hyperlink “**Submit Verification Summary**”.

Once the report is submitted, you are unable to edit the CNP Verification Report.

If you have submitted, but need to edit data, please contact your School Nutrition Programs Specialist.

## Comprehension Check

How do you submit the report once it is complete?

- A. Click Save at the end of Part II and the report will automatically be submitted.
- B. Email your specialist once all the data is entered and they will unlock the submit button.
- C. Click Save at the end of Part II, then click Submit the Verification Report in the menu on the left side of the screen.



## Comprehension Check

How do you submit the report once it is complete?

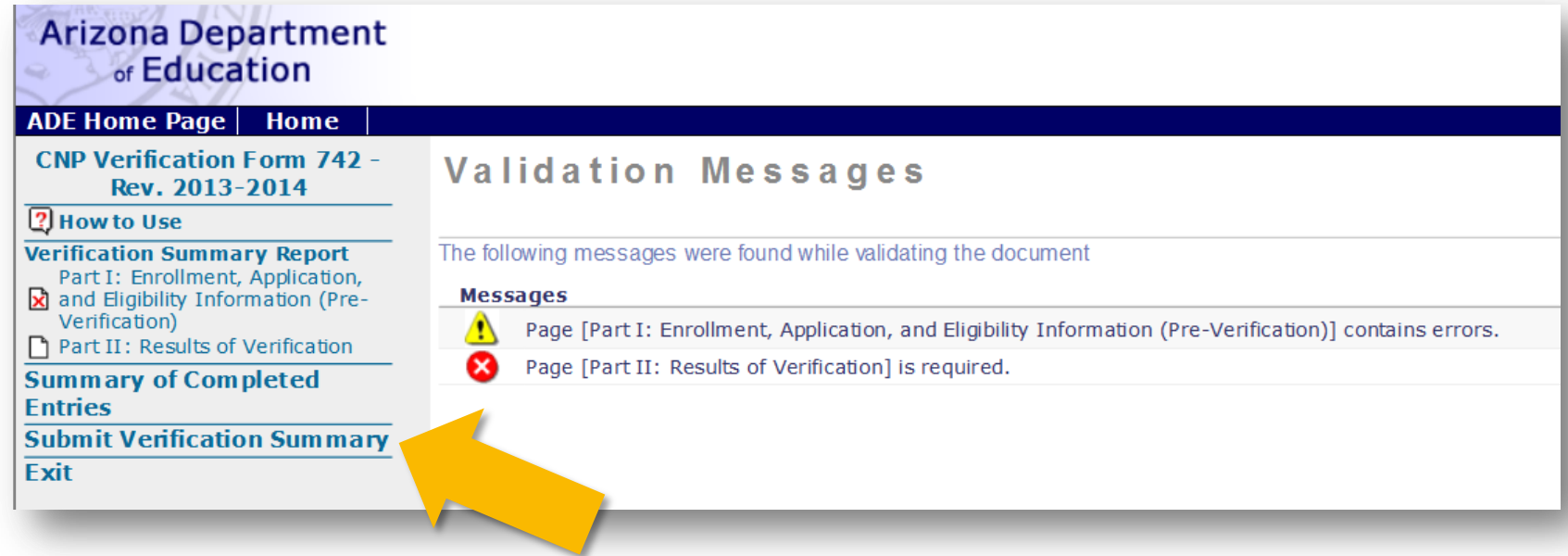
- A. Click Save at the end of Part II and the report will automatically be submitted.
- B. Email your specialist once all the data is entered and they will unlock the submit button.
- C. **Click Save at the end of Part II, then click Submit the Verification Report in the menu on the left side of the screen.**

Remember, the menu on the left side of the screen never goes away. The Verification Report will not be submitted until you click 'Submit Verification Summary' in this menu. Refer to slide 53 to review this guidance.



# Errors when trying to submit the report

*When I try to click on the Submit Verification Summary, I am getting the following errors. Why?*



The screenshot shows the Arizona Department of Education (ADE) website. The left sidebar contains a menu with the following items: 'ADE Home Page', 'Home', 'CNP Verification Form 742 - Rev. 2013-2014', 'How to Use', 'Verification Summary Report' (with a red 'x' icon), 'Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)', 'Part II: Results of Verification', 'Summary of Completed Entries', 'Submit Verification Summary', and 'Exit'. The main content area is titled 'Validation Messages' and contains the text: 'The following messages were found while validating the document'. Below this, there is a section titled 'Messages' with two items: a yellow warning icon followed by 'Page [Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)] contains errors.', and a red 'x' icon followed by 'Page [Part II: Results of Verification] is required.'. A large yellow arrow points from the 'Submit Verification Summary' link in the sidebar to the 'Messages' section.

You are receiving an error message because it is showing that you have an error for the data entered in Part I and there is no saved data in Part II.

You are only able to submit the Verification report when both sections have data without errors.

Documenting that the Verification  
Report has been submitted

# Documenting Submitted Status

1. Log into CNP Verification and click **"Edit/View Verification Summary"**.
2. In this screen, keep ALL in the first fields and select your sponsor name in the entity field. Click **"Search"**.

Arizona Department of Education

ADE Home Page | Home

### CNP - Verification Report

View Verification Report(s)

You are in the Home Page > View Verification Report(s)

Verification Report: ALL

Status: ALL

Entity: Arizona Department of Education : 00-00-00-000

☒ View by Verification Report ☐ View by Entity

3. All reports that have been submitted for your sponsor in previous years will appear. Double check that this current year's report shows submitted status.

SPONSOR NAME (00-00-00)				
Report	Status	Last Update User	Last Update Date	
CNP Verification 2011-2012 - Short Form / Standard	Submitted to ADE	emolchan	02/15/2012 10:20:21	
CNP Verification 2012-2013 - Short Form / Standard	Submitted to ADE	emolchan	02/19/2013 12:12:48	
CNP Verification 2013-2014 - All Sponsors	Submitted to ADE	emolchan	01/28/2014 13:29:49	
CNP Verification 2014-2015 - All Sponsors	Submitted to ADE	emolchan	12/01/2014 13:31:18	

4. It is optional to print this screen. ADE already has the ability to see the same records.

# Documenting Submitted Status

If you would like to print a copy of the completed report, follow steps 1-4 on the previous slide. Then click on the blue hyperlink for the report you would like to print.

SPONSOR NAME (00-00-00)				
Report	Status	Last Update User	Last Update Date	
<a href="#">CNP Verification 2011-2012 - Short Form / Standard</a>	Submitted to ADE	emolchan	02/15/2012 10:20:21	
<a href="#">CNP Verification 2012-2013 - Short Form / Standard</a>	Submitted to ADE	emolchan	02/19/2013 12:12:48	
<a href="#">CNP Verification 2013-2014 - All Sponsors</a>	Submitted to ADE	emolchan	01/28/2014 13:29:49	
<a href="#">CNP Verification 2014-2015 - All Sponsors</a>	Submitted to ADE	emolchan	12/01/2014 13:31:18	



The report will open in a read-only format, meaning you cannot edit any of the fields. In your web-browser click File -> Print.

## Documenting Submitted Status

Keep all documents you collected for Verification on file for a minimum of 5 years. This includes but is not limited to:

- Applications selected for Verification
- Tracking Forms
- Documents provided by the household
- Any correspondence or documentation that correspondence was attempted (*for example, a note that says "on 10/15 called household"*).

*Documentation must be readily available for ADE during an Administrative Review.*

# Technical Assistance

If you have any questions about what data to enter into the report, refer to the Report Guides found in Phase 4 on the Verification Webpage at:

<http://www.azed.gov/health-nutrition/nslp/verification/>

*You can also contact your NSLP Specialist for additional assistance.*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

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*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*